

CTC NEWSLETTER

January 2009

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When Actually Employed (WAE)

In response to a reader's request for more information on WAE opportunities, the following was prepared by our very own CTC Counselor, Van Tabb, who has firsthand experience with being a "WAEer" and who is the presenter, and author, of the following presentation.

RE-EMPLOYMENT AS A WAE

This option is available to Foreign Service Retirees and means "When Actually Employed." The State Department WAE system and the USAID Surge Roster were created to help those agencies meet their staffing demands. These can be short-term assignments overseas or in Washington, DC. The WAE appointment does keep your security clearance active, and, whenever employed as a WAE, you will continue to receive your full retirement annuity. It is temporary, part-time, intermittent work – there is no regularly scheduled tour of duty and the hours worked cannot exceed 1,040 in a calendar year.

Who's Hiring?

Both geographic and functional bureaus in State Department hire WAEs. Their ability to hire is limited by their budgets which is unfortunate as the time of greatest need for WAEs is usually during the summer transfer season.

USAID has begun a very similar program to meet their staffing demands. It is called the Surge Roster. It is available to USAID Civil Service and Foreign Service Retirees, but only to those who retired at the GS-13 or FS-2 grade or above. We believe that they have the same limitations on hours and pay as State Department has on WAEs.



How To Apply

Before seeking appointment as a WAE, you should speak with your Retirement Counselor in HR/RET to discuss the effect that this type of appointment may have on your annuity and future earnings and benefits. If you do receive an appointment as a WAE, be sure to inform your Retirement Counselor.

We strongly recommend that you start your WAE application before your actual date of retirement. When processing your retirement, be sure to inform Diplomatic Security (DS) and MED that you intend to continue working so they can make sure your clearances are up-to-date. You should also approach your home bureau about appointment. If that bureau already has an ample list of WAEs, then you can try other bureaus.

Please note that it is very rare for a State Department bureau to appoint a Foreign Service retiree from another agency as a WAE. That person would need to make contacts, establish his or her reputation in State Department, and convince a bureau that s/he has skills unavailable in the pool of State Department retirees.

Every State Department bureau has its own WAE application and appointment procedures. Most bureaus will ask for:

Personal information, including full name, Social Security number, date and place of birth, current address and telephone number, cone and grade at time of retirement. In addition, have a prepared resume, most recent SF-50 Personnel Action, a completed OGE-450 Financial Disclosure form, medical clearance and security clearance documents in hand.

Your employment must be cleared by the bureau's Front Office as well as the Office of the Legal Advisor. The appointment process can take several weeks. If you have been retired for several years, then the process may take longer due to the need for a new security investigation. Finally, you will be sworn in as a civil servant and put on the bureau's WAE roster.

Even after all that, there is still no guarantee of employment. You can be appointed as a WAE by only one bureau. But, if that bureau does not object, you will be able to work in other bureaus through a transfer of labor agreement. So, it's a good idea to talk with the WAE Coordinators in other bureaus to let them know you are available and leave them a copy of your resume.

WAE Medical Clearance Policy

Definition:

A Department of State appointment for a "When Actually Employed" (WAE) employee is up to one year. The medical clearance requirements will be the same as those for employees from non-Foreign Affairs Agencies (i.e. all agencies except State, USAID, FCS, and FAS, the Foreign Affairs Agencies). This means that one does not have to be worldwide available.

Medical Clearance Requirement:

Per 3 FAM 1931:3c, a medical clearance is required for those planning to be overseas for more than 60 days cumulatively in a calendar year. If one has a specific-class 2 medical clearance, post approval must be received.

Medical Clearance Physical Exam:

A separation clearance physical exam that is current within one year may be used for the determination of a WAE medical clearance. All medical reports and other supporting documents that may have not been required for the separation clearance must be included. Also updated medical information may be needed. If the separation examination is over one year old, a complete physical exam, via form DS-1843, is required. This can be done at the Office of Medical Services Exam Clinic at no expense to the employee or with a private provider at the employee's expense.

Medical Clearance Renewal:

The medical clearance must be updated every 2 years. One can choose to have either a complete physical exam or a Medical Clearance Update via form DS-3057. For the latter the form must include health care updates with recommendations from the provider and be signed and dated by that provider.

WAE Global Registry

In addition to the WAE appointment by a State Department bureau, you should also register on the WAE Global Registry in the Office of Retirement (HR/RET). Before your actual date of retirement, you can register through HR Online using EP+ Professional Profile for Retired Employees or through EP+ for Retiring Employees, both of which allow you to maintain your skills inventory and indicate interest in post-retirement employment opportunities.

If HR/RET has approved your application for retirement and you have an EP+ profile, then go to the EP+ Update page and select "click here." That should take you directly to the WAE Global Registry page. There

you indicate your interest in working as a WAE and add your name to the WAE Global Registry.

If you are already retired and want to register on the WAE Global Registry, then go to RNet at www.RNet.state.gov. Open your RNet account and log-in. Select "Post-Retirement Employment Opportunities" to open the WAE Global Registry, then complete an EP+ Professional Profile.

Important Note: Signing up for the WAE Global Registry does **not** constitute a WAE appointment nor will the Registry notify you when a WAE job is available. It is simply a tool for use by a bureau when its own WAE stable is not adequate. Not all bureaus use the Registry but it can't hurt to be listed on it.

Advertising Vacancies

Many State Department bureaus, especially the geographic bureaus, have large stables of WAEs to call upon when they need temporary assistance and may be reluctant to appoint more WAEs.

If you are interested in a State Department WAE appointment, we recommend that you target your "home" bureaus – i.e., the bureaus in which you have worked the most years of your career and/or your most recent bureau.

There is still no central place where State Department WAE vacancies are listed and openly competed, so the best way to find out about WAE jobs is to network with your former agency colleagues in bureaus that know you. The Human Resources sections of bureau executive offices manage WAE appointments and assignments. The CTC cannot provide a list of retirees eligible for hire to a bureau, but always stands ready to advertise jobs for the bureaus. Very occasionally a bureau will ask the Career Transition Center to advertise a WAE vacancy, but they generally draw on their own stable of WAEs.

NETWORKING



Wall Street Journal, December 18

By [DANA MATTIOLI](#)

When Rick Featherstone, 49, was laid off from DHL in August after nearly five years with the company, he dived into his Rolodex to call old network of colleagues and business associates. He figured it would be easy to reconnect. But it turned out that many of his former coworkers had moved on and finding them was a challenge. Mr. Featherstone, who had worked at just three companies over the previous 22 years, quickly realized his contact list was sorely out of date. Four months later, the former IT manager has found many former colleagues, but in retrospect he says he has learned a valuable lesson: "You have to be ready to

move at a moment's notice, you aren't going to work for the same company for 50 years."

Many laid-off professionals who've worked at the same company -- or just a few firms -- over their careers may find that their networks have gone stale. Experts recommend networking be done consistently and be nurtured throughout a career, but that's not always feasible in a world of 70-hour workweeks and family commitments. There are ways to jump start a network that's out-of-date and to rebuild rapport with former friends and colleagues.

Dead Ends

First, you actually have to find these people. The email address you used a year ago may yield only a bounceback message now. Michael Duncan, 44, was laid off from a software-development firm in late October. While working for the same company for 11 years, Mr. Duncan hadn't done much networking. "I just had this assumption that I didn't need to worry about it," he says.

To rebuild his network he emailed former colleagues, did Internet searches and asked ex-coworkers to reconnect him to people they have stayed in touch with. But Mr. Duncan has had trouble locating former managers for references, particularly a manager who moved overseas, whom he still hasn't found.

Social- and business-networking sites such as LinkedIn and Plaxo are good ways to find old connections. LinkedIn officials

say the site has seen a 36% increase in membership over the past six months as executives scramble to rebuild their networks. You can search by name or company to find old acquaintances. Personalize your network invitation request with a memory the two of you shared or a reminder of who you are, says Cheryl Yung, a senior vice president of outplacement firm Lee Hecht Harrison. Once you've re-established your relationship, you can also view the friends of your connections, and request an introduction to people at companies that interest you.

If you already have a LinkedIn account, keep it current. An update on David Stevens's LinkedIn status indicating that he was "up for grabs" spurred one of his contacts to alert him to a job opportunity. He interviewed for the job and within two weeks of being laid off, he was back at work.

Once you've located people in your old network, a simple holiday card to a former manager or colleague -- or calling to wish them a Happy New Year -- can reopen dialogue, says Ms. Yung.

It can be daunting or uncomfortable contacting people you haven't spoken to in years -- especially when you've just been laid off. But, you can use the spirit of the season as a crutch; December and January are prime months to get reacquainted with old friends and colleagues. Also, try to attend as many holiday parties as you can; look for people you've lost touch with and speak to people you've never met, advises Bettina Seidman, a New York career-management counselor.

Once you've made contact, arrange a meeting. "Email and networking sites speed up the communication, but they don't do the networking for you," says Liz Lynch, author of "Smart Networking: At-

tract a Following In Person and Online." Career coaches say it's critical to set up in-person meetings and attend networking events. Be mindful of your contact's time; you might not be the only one asking for help. Ask for 10 minutes to chat, or offer to catch up over coffee or lunch, says Ms. Lynch.

Professional Groups

If you've exhausted your efforts to find people or need to start from scratch, professional associations are a good place to begin. Associations give you access to other professionals who may work for or have contacts within companies you want to work with. Finding a local chapter is as easy as plugging your industry and the word "association" or "society" into a search engine, says Laura Hill, a career coach with The Five O'Clock Club in New York.

Once you find the association, join up and look for events the local chapters are holding. It's an opportunity to network with people who will speak your industry language. If you've been in a more senior executive position, consider volunteering to speak at industry and trade conferences or offer to serve on committees for professional associations, says Ms. Seidman. Volunteering to work at professional events like speaking occasions, luncheons and networking affairs are also great ways to meet people, says Ms. Hill.

Back to School

Alumni associations can also be helpful. In wake of the financial crisis, many colleges are ramping up their alumni services and even holding career fairs and networking events for alumni, says Ms. Lynch. Contact your alma mater's alumni-relations office to get access to their online database. Once

there, you can search for old friends by name or class, or search for alumni at different companies or industries you are interested in working in, says Ms. Hill.

Informal networking can also help. If you find yourself standing in line at the bank or grocery store, strike up a conversation with the person behind you, says Susan Guarneri, a career coach based in Three Lakes, Wis. "You should network with everyone you meet because you don't know who they know," says Ms. Guarneri, who once got a job after receiving a tip from her exterminator.

And remember, networking is a give-and-take experience. Figure out what you can offer -- whether it be a contact, a lunch or a favor. "It gives the signal that you're in it for the two of you," says Ms. Lynch.

**"ALL MY LIFE I HAVE TRIED TO
PLUCK A THISTLE AND PLANT A
FLOWER WHEREVER THE
FLOWER WOULD GROW IN
THOUGHT AND MIND".**

Abraham Lincoln



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20522-4201

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